

## **PUBLIC NOTICE**

Public Notice is hereby given that the State of Delaware, Office of Management and Budget, is soliciting letters of interest from professional services firms for **OMB/DFM Contract No. MC3804000018 - Department of Correction – Facilities Assessment.**

The project will consist of performing facility assessments at eleven (11) correctional complexes located throughout the State totaling approximately 1.8 million square feet of space. The completed assessment will be used by the Department as a long-term planning tool for future major capital and minor capital (MCI) projects. The successful applicant will be required to perform assessment activities using their own or contracted personnel and enter the data into computer software for retrieval. Shortlisted firms may be required by the Department to demonstrate their software product at the interview during an oral presentation.

Interested firms shall submit five (5) copies of their replies on or before 4:00 p.m. on Friday, September 17, 2010, to Mark A. DeVore, P.E., Chief of Engineering and Operations, Division of Facilities Management, Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901. Respondent bears the risk of late delivery. Any proposals received after the stated time will be returned unopened. Responses shall include:

- \* demonstrated experience with projects of similar nature
- \* organizational structure established for the project (personnel)
- \* defined approach firm/team will implement
- \* knowledge of sites and project requirements
- \* geographical location of main or branch office that will be assigned the project
- \* familiarity with public works (including work in the State of Delaware, the Delaware Code and other local requirements)
- \* fees received by the firm for State of Delaware public works projects in the last five years (include breakdown)

The department seeks to apportion work equitably to interested and qualified firms. The above criteria will be used to select a firm to perform these services. All information shall be submitted on GSA Forms 254/255, SF 330 or equivalent. Respondents are reminded that the project engineer and architect for this work must be registered in the State of Delaware. Selected firms who reply will be given notice of times and dates for scheduled interviews. Facsimile submittals are not acceptable.

**END OF PUBLIC NOTICE**